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ABSTRACT

Supporting performance objective 75 of the V-TECS (Vocational-Technical Education Consortium of States) Secretarial Catalog, both a set of student materials and an instructor's manual on typing preprinted business forms are included in this packet. (The packet is the fourteenth in a set of fifteen on typewriting--CE 016 920-934.) The student materials include a pretest and a posttest, four learning activities with simulated preprinted forms masters, two check-out activities with simulated preprinted forms masters, and an instructor's evaluation guide for each check-out activity. The instructor's manual includes an objective statement, description of materials required, an outline of the program format, an answer key for the posttest, and a filmstrip narrative. The materials are designed for self-paced individual instruction and may be adapted for use with large groups. (A separate booklet--CE 016 911--lists contents for the fifteen packets in this set along with those in several other sets--seventy-eight packets in all--based on the same V-TECS catalog.) (JT)

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ED155422

TYPING PREPRINTED BUSINESS FORMS

STUDENT'S MANUAL

Prepared by

Mrs. Jane Snapp

These materials support
Performance Objective 75 of the
V-TECS Secretarial Catalog

State Department of Education
Office of Vocational Education
Office Occupations Education
Columbia, South Carolina 29201

In Cooperation With

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TO THE EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC) AND USERS OF THE ERIC SYSTEM."

INTRODUCTION

Office managers have found that certain office tasks are time consuming and repetitious. One such task is the recording of information that does not change. Preprinted forms were developed to save time and to prevent the omission of important information.

After studying certain office tasks, it was found that much information that has to be recorded for a particular office can be printed on a form because it is standard. Depending on the business, which may be medical, sales, purchasing, etc., the required information is determined and a suitable form is prepared. An example of information that stays the same is the address and telephone number of a business.

Having a printed form also prevents the omission of important facts. Therefore, the preprinted business form serves as a memory aid as well as a time saver.

Just think how the insurance agent can save time by simply filling in the blank spaces on an insurance contract instead of having to type a complete form each time a policy is sold. No important fact will be omitted either, because the printed policy serves as a guide for the required information.

If you are not thoroughly familiar with the parts of your typewriter and the uses of these parts, it would be to your advantage to obtain the instruction manual that came with the typewriter and study it closely before starting this program.

OBJECTIVE OF THIS PROGRAM

Given four preprinted business forms and the necessary information for completing the forms, you will demonstrate your ability to type on lines, in boxes, after guide words, and in columns using correct form. All applicable information must be typed onto the forms in the appropriate spaces and placement of the typed copy must be consistent and evenly aligned. All errors must be neatly corrected.

MATERIALS REQUIRED

You will need a typewriter, correction materials, and duplicated forms for each activity.

PERFORMANCE GUIDE

1. Select the appropriate supplies.
2. Make the necessary typewriter adjustments:
   a. Set appropriate margins.
   b. Adjust the line space regulator.
   c. Set the appropriate tab stops.
3. Insert the form and align properly.
4. Type the information onto the form.
5. Proofread carefully, correct all errors, and then remove the typed copy from the typewriter.

Name _____

TYPING PREPRINTED BUSINESS FORMS

P R E T E S T

Directions: Fold this sheet lengthwise at the fold line
Respond to the items by writing your answer in the blank under the Answer column.
When you have finished, check your answers by folding out the Correct Answer column.

Questions	Your Answer	Correct Answer
1. Can you type?	1. Yes-No	
2. Can you make acceptable corrections on typed copy?	2. Yes-No	
3. Do you know how to use the tab clear key, the tab set, and the tab key on your typewriter?	3. Yes-No	
4. Can you find and operate the variable line spacer?	4. Yes-No	
5. Can you find and operate the ratchet release lever?	5. Yes-No	
If the answer to any of the above questions was NO, check with your instructor before you continue with this pretest. If you answered YES to all the above questions, continue with this pretest.		
6. Preprinted forms save the typist time in preparing reports, gathering data, recording information, and other routine office tasks.	6. True-False	True
7. Information is printed on preprinted forms that remains the same, such as telephone numbers, addresses, etc.	7. True-False	True
8. When typing inside printed boxes, the information must be exactly centered.	8. True-False	False
9. When typing fill-in information after guide words, you must align the printed words with the typed words using the _____ _____ _____ on your typewriter.	9. _____ _____ _____	Variable line spacer
10. You should leave _____ blank spaces between the guide word and the fill-in information.	10. _____	two
11. Visually center each column on a purchase order except the _____ column. This column begins two spaces to the right of the ruled line.	11. _____	description
12. When you must type between two lines, you will use the _____ _____ _____ to align the typed copy between the lines.	12. _____ _____ _____	variable line spacer

Fold Here

13. When typing on a printed line, you must be careful to type (on, below, above) the printed line.

13. _____ above

14. Before typing on any printed form, you must be sure that the form is inserted straight. If it is not straight, you must use the _____ _____ lever on the typewriter to release the paper before it can be straightened.

14. _____ _____ ratchet release

15. The printed line on the form must be aligned with the line on the _____ of the typewriter.

15. _____ card holder

Fold Here

Name _____

Evaluation _____

TYPING PREPRINTED BUSINESS FORMS

P O S T - T E S T

Directions: Respond to the items by writing your answer in the blank under the Answer column. When you have finished, turn in this sheet to your instructor for evaluation.

Questions	Your Answer	Acceptable ✓	Not Acceptable X
1. The typist can save _____ by using preprinted forms to prepare reports, gather data, record information, and prepare other routine office tasks.	1. _____		
2. What is an example of the type of information that appears on a preprinted form that does not change?	2. _____		
3. Instead of centering information within a box on a preprinted form, the typist can save time by typing the information _____ line spaces down from the top of the box and leaving _____ spaces at the left edge.	3. _____		
4. Printed words on a form which serve as a guide to the placement of fill-in information are called _____. _____.	4. _____ _____		
5. The _____ _____ _____on your platen is used to align fill-in information with guide words.	5. _____ _____ _____		
6. The _____ _____ on the card holder is used to align the bottom of the guide words with the information that is to be filled in.	6. _____ _____		
7. There should be _____ blank spaces between guide words and fill-in information.	7. _____		
The following questions relate to forms such as invoices, purchase orders, etc., in which lines are printed horizontally and vertically and information is to be typed within these boundaries.			
8. A horizontal line which serves to separate the body of a form from the typed copy should be followed by a (SS, DS, TS).	8. _____		
9. Those columns on a form which are to be visually centered require that a tab stop be set. The tab setting is determined using the (longest, shortest) line in a column.	9. _____		

		✓	X
10. The description column is not centered, but the tab stop is set _____ spaces from the ruled line.	10. _____		
11. When you type information that is set up in columns, you must type (across, down) the columns.	11. _____		
12. When fill-in information requires more than one line per item, the second and succeeding lines are indented _____ spaces.	12. _____		
13. Amount columns which will end in a total amount are _____ before typing the final total.	13. _____		
14. After the last amount in a total column is underscored, you should _____ space before typing the final total.	14. _____		
15. The _____ _____ _____ is used to align typed information between two printed lines.	15. _____		
16. The fill-in information typed on a printed line should be (above, on, below) the printed line.	16. _____		
17. Extended characters, such as the "y", the "p", and the "g" should rest (above, on, below) the printed line.	17. _____		
18. The _____ _____ on the card holder is used to judge the alignment of a printed form before typing on or between lines or after guide words.	18. _____		
19. Once paper has been inserted into the typewriter, you must use the _____ _____ lever before the paper can be moved for alignment.	19. _____		
20. Remember to _____ the completed form before removing it from the typewriter.	20. _____		

Learning Activity No. 1
for
TYPING PREPRINTED BUSINESS FORMS

You will need the duplicated form for Learning Activity No. 1 from the *Student's Manual.* This form contains 5 account cards which will separate by cutting on the broken lines using scissors or a paper cutter.

Once the cards have been cut out, you should use one of the chain feeding methods you have learned to feed the cards as you type the required information onto the printed forms.

These preprinted business forms require that you type between lines. Remember that in typing between printed lines you must align the card using the alignment scale on the card holder. Set the left margin so each item will begin at the same point (except the Account No. and the final Remarks line).

Use the following information to fill in the blanks on the cards:

You work for Smithers Wholesale Appliance Store and are responsible for filling out the customer billing cards. This appliance store has many credit customers and this week five more new accounts are being added to the file.

The last account number that was recorded was 278. Beginning with 279, type the names and other information on the cards in the order that they applied for credit.

-On Monday, Mr. James C. Green applies for credit. His address is 76 East Windsor Avenue, White Stone, SC 29386. Telephone No. 583-8879. Mr. Green will be billed on the 15th of each month and wishes to receive two copies of each bill instead of the usual one copy which Mr. Smithers mails.

-On Tuesday, two new customers applied for credit. Mr. Arnold Gray Anderson came in at 10:00 a.m. and applied for a bi-monthly billing schedule. Mr. Anderson's company will be doing a great deal of business with Smithers Wholesale. His business address is 1212 West Main Street, Spartanburg, SC 29301; telephone 576-9980.

-Also on Tuesday, at 4:00 p.m., Mrs. Amelia G. Weathers applied for credit for the business in which she is a part owner. The credit was granted to Miles-Weathers Specialty Store located at 17½ Greenlawn Circle in Fernwood, SC 29388. Telephone 786-9908. They prefer to be billed at the end of each month (Mr. Smithers uses the 28th of the month as the end-of-month billing date.) Mrs. Weathers requests that the bill be sent to the store to her attention.

-Mr. William B. Evers applied for credit on Thursday. His company address is: 497 Eden Boulevard, Spartanburg, SC 29303; telephone 585-2222. He wishes to be billed on the 15th of the month.

-Mr. Allen Becker of Allentown Small Appliances came by on Saturday morning to apply for credit. The store address is 5656 North Windsor Avenue, Allentown, NC 27554. Telephone 445-9975. He will be billed at the end of each month. The person in charge of paying accounts at the Allentown Small Appliances store is the manager, Mrs. Julia Marshall.

SUBMIT THIS WORK FOR EVALUATION UPON COMPLETION.

PREPRINTED BUSINESS FORMS
LEARNING ACTIVITY 1

Directions: Use a pair of scissors or a paper cutter to separate these cards. Each one is to be typed individually.

Account No. _____

Name: _____

Address: _____

_____

Telephone: _____

Billing Date: _____

Remarks: _____

_____

Account No. _____

Name: _____

Address: _____

_____

Telephone: _____

Billing Date: _____

Remarks: _____

_____

Account No. _____

Name: _____

Address: _____

_____

Telephone: _____

Billing Date: _____

Remarks: _____

_____

Name:

Address:

Telephone:

Billing Date:

Remarks:

Account No. _____

Name:

Address:

Telephone:

Billing Date:

Remarks:

Account No. _____

Learning Activity No. 2
for
TYPING PREPRINTED BUSINESS FORMS

The preprinted business form for Learning Activity No. 2 requires that you type on lines and between lines.

Align the form in your typewriter using the alignment scale.

You must figure your personal "Schedule of Courses" for the 10th, 11th, and 12th grades. Fill in the form using your own personal data.

SUBMIT THIS WORK FOR EVALUATION UPON COMPLETION.

Last First MI

Name _____

Address _____

_____

Phone No. _____

SCHEDULE OF COURSES

10th Grade	11th Grade	12th Grade

ACTIVITIES: _____

_____

HONORS AND AWARDS: _____

_____

Learning Activities No. 3 and 4
for
TYPING PREPRINTED BUSINESS FORMS

You will need the preprinted business forms for Learning Activities No. 3 and 4 from the *Student's Manual.*

These forms must be separated using scissors or a paper cutter.

Directions For L.A. No. 3

The top form is a purchase order. A purchase order is used by a business to order supplies or merchandise from another business. The purchase order will require that you type inside a boxed area, after guide words, and in columns.

Fill in the following information in the appropriate places:

Crossroads Printers are sending this purchase order to City Printing Supplies, Inc., 45839 Main Street, East, Yales, GA 30[illegible]. The order number for Crossroads Printers is 7560, and the order is placed on the current date to be paid with a 2 percent discount if paid within 10 days, or net amount to be paid in 30 days (2/10, n/30). The order is to be shipped via UPS. Type your name as the Purchasing Agent.

Crossroads Printers is placing the following order:

2 bottles of Desensitizer No. 4-8894 for 700 series short run plates $5.67 ea.

7 alignment guides No. 4-7765 at .75 ea.

8 bottles offset fountain concentrate - blue No. 4-3365 at $1.57 per bottle.

1 ink dispensing gun No. 4-8890 at $3.79 ea.

SUBMIT THIS WORK FOR EVALUATION UPON COMPLETION.

Directions For L.A. No. 4

The bottom form is an invoice. An invoice is mailed from the supplier to the buyer indicating what was purchased and how much the buyer owes on the account.

City Printing Supplies, Inc., has received the order from Crossroads Printers and filled the order. Using the information as provided above, type up the invoice. The only change that is to be made is on the offset fountain concentrate - blue entry. City Printing Supplies only had 6 bottles in stock. Therefore, the entry for this item will indicate that only 6 bottles are being delivered. Type an asterisk beside this entry and make a note at the bottom of the form indicating that the other 2 bottles are being backordered.

SUBMIT THIS WORK FOR EVALUATION UPON COMPLETION.

PREPRINTED BUSINESS FORMS
LEARNING ACTIVITY No. 3

II N 11

Purchase Order

CROSSROADS PRINTERS 298 E. Wood St.
Spartanburg, SC 29302

Order No

Date

Terms

To

Shipped Via

Quantity	Cat. No.	Description	Price	Total

BY _____
PURCHASING AGENT

PREPRINTED BUSINESS FORMS
LEARNING ACTIVITY No. 4

INVOICE

CITY PRINTING SUPPLIES, INC. 45889 Main Street, East
Yales, GA 30089

Sold to

Date

Our Order No.

Cust. Order No.

Terms

Shipped Via

Quantity	Description	Unit Price	Total

Checkout Activity No. 1
for
TYPING PREPRINTED BUSINESS FORMS

The preprinted business form for Checkout Activity No. 1 is an inventory that has been prepared to make the task of listing equipment simpler.

For the purposes of this activity, you will inventory all the typewriters in your office procedures room or department (as specified by your instructor). The due date for this task will also be assigned by your instructor. Type your name on the "Submitted by" line.

SUBMIT THIS WORK FOR EVALUATION UPON COMPLETION.

Supplementary assignment:

Explain the use and importance of an INVENTORY.

INVENTORY

Please inventory all equipment that is assigned to your room or department. This form is due to be returned on or before _____ .

_____
Submitted by

Name of Equipment List each piece separately	Manufacturer's Name	Serial No.

Checkout Activity No. 2
for
TYPING PREPRINTED BUSINESS FORMS

The preprinted business form to be used for Checkout Activity No. 2 must be separated using scissors or a paper cutter. You should have two copies of this form and a piece of carbon paper cut in half to fit between the two forms.

A bill of lading is a form issued by a common carrier acknowledging receipt of goods that are to be shipped. A common carrier is a public transportation system, such as UPS (United Parcel Service), trains, buses, planes, etc.

The bill of lading will require that you type in a boxed area, on lines, between lines, and after guide words.

You will make 1 carbon copy of this form. When making a carbon copy of a form such as this, you must be careful that the bottom copy is aligned perfectly with the one on the top. This requires practice and you may not accomplish this feat the very first time. You can align the two copies by holding them up to the light or placing them on a mimeoscope. Then, you must very carefully place the carbon sheet between them. Usually forms requiring carbon copies are attached at the top or at the bottom and the problem of alignment is solved. Your evaluation will be based on the accuracy of the top copy, but making the carbon copy will provide the experience you may need in aligning forms for other problems you will encounter.

The fill in information for this problem relates to the purchase order and invoice you typed in L.A. Nos. 3 and 4.

The supplies are from: City Printing Supplies, Inc., 45889 Main Street, East, Yales, GA 30089 (use current date)

Consigned to and destination: Crossroads Printers, 298 E. Wood Street, Spartanburg, SC 29302; Order No. 7560; carrier - UPS; car initial and no. FTG897-90

No. pkgs.	desc.	weight (# =lbs.)
1	Desensitizer and offset fountain concentrate	16 #
1	alignment guides	1 #
1	ink dispensing gun	2 #

Shipper: City Printing Supplies, Inc. (permanent address same as above)

Shipper's No.: 346496

STRAIGHT BILL OF LADING—SHORT FORM—Original—Not Negotiable

RECEIVED, subject to the classifications and tariffs in effect on the date of issue of this Original Bill of Lading.

AGENT'S NO.

FROM AT DATE 19

CONSIGNED TO AND DESTINATION

Subject to Section 7 of conditions of applicable bill of lading, if this shipment is to be delivered to the consignee without recourse on the consignor, the consignor shall sign the following statement:
The carrier shall not make delivery of this shipment without payment of freight and all other lawful charges.

(Signature of Consignor)

If charges are to be prepaid, write or stamp here. To be Prepaid.

CUST. ORDER NO.

DELIVERING CARRIER

CAR INITIAL AND NO.

Received $ to apply in prepayment of the charges on the property described hereon.

Agent or Cashier

Per (The signature here acknowledges only the amount prepaid.)

Charges Advanced $

‡Shipper's imprint in lieu of stamp; not a part of Bill of Lading approved by the Interstate Commerce Commission.

†"The fibre boxes used for this shipment conform to the specifications set forth in the box maker's certificate thereon, and all other requirements of Uniform Freight Classification."

SHIPPER'S NO. 1

The property described below, in apparent good order, except as noted (contents and condition of contents of packages unknown), marked, consigned, and destined as indicated below, which said carrier (the word carrier being understood throughout this contract as meaning any person or corporation in possession of the property under the contract) agrees to carry to its usual place of delivery at said destination, if on its route, otherwise to deliver to another carrier on the route to said destination. It is mutually agreed, as to each carrier of all or any of said property over all or any portion of said route to destination, and as to each party at any time interested in all or any of said property, that every service to be performed hereunder shall be subject to all the terms and conditions of the Uniform Domestic Straight Bill of Lading set forth (1) in Official, Southern, Western and Illinois Freight Classifications in effect on the date hereof, if this is a rail or a rail-water shipment, or (2) in the applicable motor carrier classification or tariff if this is a motor carrier shipment. Shipper hereby certifies that he is familiar with all the terms and conditions of the said bill of lading, including those on the back thereof, set forth in the classification or tariff which governs the transportation of this shipment, and the said terms and conditions are hereby agreed to by the shipper and accepted for himself and his assigns.

NO. PACKAGES	DESCRIPTION OF ARTICLES	WEIGHT	RATE	CHG.

*If the shipment moves between two ports by a carrier by water, the law requires that the bill of lading shall state whether it is "carrier's or shipper's weight." Note—Where the rate is dependent on value, shippers are required to state specifically in writing the agreed or declared value of the property. The agreed or declared value of the property is hereby specifically stated by the shipper to be not exceeding per

SHIPPER

Per Agent, Per

PERMANENT POST-OFFICE ADDRESS OF SHIPPER.

STRAIGHT BILL OF LADING—SHORT FORM—Original—Not Negotiable

RECEIVED, subject to the classifications and tariffs in effect on the date of issue of this Original Bill of Lading.

AGENT'S NO.

FROM AT DATE 19

CONSIGNED TO AND DESTINATION

Subject to Section 7 of conditions of applicable bill of lading, if this shipment is to be delivered to the consignee without recourse on the consignor, the consignor shall sign the following statement:
The carrier shall not make delivery of this shipment without payment of freight and all other lawful charges.

(Signature of Consignor)

If charges are to be prepaid, write or stamp here. To be Prepaid.

CUST. ORDER NO.

DELIVERING CARRIER

CAR INITIAL AND NO.

Received $ to apply in prepayment of the charges on the property described hereon.

Agent or Cashier

Per (The signature here acknowledges only the amount prepaid.)

Charges Advanced $

‡Shipper's imprint in lieu of stamp; not a part of Bill of Lading approved by the Interstate Commerce Commission.

†"The fibre boxes used for this shipment conform to the specifications set forth in the box maker's certificate thereon, and all other requirements of Uniform Freight Classification."

SHIPPER'S NO. 1

The property described below, in apparent good order, except as noted (contents and condition of contents of packages unknown), marked, consigned, and destined as indicated below, which said carrier (the word carrier being understood throughout this contract as meaning any person or corporation in possession of the property under the contract) agrees to carry to its usual place of delivery at said destination, if on its route, otherwise to deliver to another carrier on the route to said destination. It is mutually agreed, as to each carrier of all or any of said property over all or any portion of said route to destination, and as to each party at any time interested in all or any of said property, that every service to be performed hereunder shall be subject to all the terms and conditions of the Uniform Domestic Straight Bill of Lading set forth (1) in Official, Southern, Western and Illinois Freight Classifications in effect on the date hereof, if this is a rail or a rail-water shipment, or (2) in the applicable motor carrier classification or tariff if this is a motor carrier shipment. Shipper hereby certifies that he is familiar with all the terms and conditions of the said bill of lading, including those on the back thereof, set forth in the classification or tariff which governs the transportation of this shipment, and the said terms and conditions are hereby agreed to by the shipper and accepted for himself and his assigns.

NO. PACKAGES	DESCRIPTION OF ARTICLES	WEIGHT	RATE	CHG.

*If the shipment moves between two ports by a carrier by water, the law requires that the bill of lading shall state whether it is "carrier's or shipper's weight." Note—Where the rate is dependent on value, shippers are required to state specifically in writing the agreed or declared value of the property. The agreed or declared value of the property is hereby specifically stated by the shipper to be not exceeding per

SHIPPER

Per 17 Agent, Per

PERMANENT POST-OFFICE ADDRESS OF SHIPPER.

Name _____

Instructor's Evaluation Guide
for

TYPING PREPRINTED BUSINESS FORMS

PERFORMANCE CRITIQUE:

Excellent . . . . . ___
Good . . . . . ___
Fair . . . . . ___
Needs Improvement . . . ___

ACTIVITY — CHECK-OUT ACTIVITY NO. 1	Evaluation	
	Acceptable	Unacceptable
1. Counted the correct number of typewriters in your room (as specified by the instructor).		
2. Typed student name on "Submitted by" line.		
3. Made necessary typewriter adjustments. a. Set appropriate margins. b. Adjusted line space regulator. c. Set appropriate tabs.		
4. Inserted the form and aligned it properly.		
5. Typed information onto the form correctly.		
6. Proofread carefully and corrected all errors before removing form from typewriter.		
7. Submitted the Inventory form on or before the due date.		

Name _____

Instructor's Evaluation Guide
for

TYPING PREPRINTED BUSINESS FORMS

PERFORMANCE CRITIQUE:

Excellent . . . . . .___
Good . . . . . .___
Fair . . . . . .___
Needs Improvement . . .___

ACTIVITY — CHECK-OUT ACTIVITY NO. 2	Evaluation	
	Acceptable	Unacceptable
1. Inserted original bill of lading form with carbon paper and duplicate into the typewriter correctly.		
2. Aligned original, carbon, and duplicate properly in the typewriter.		
3. Obtained all necessary information from the purchase order and invoice.		
4. Typed the current date on the form with correct alignment.		
5. Typed destination and consignment address correctly.		
6. Typed order number correctly.		
7. Typed delivering carrier correctly.		
8. Typed car initial and number correctly.		
9. Typed package number, description and weight information accurately with correct placement.		
10. Typed shipper and shipper number correctly with accurate alignment.		

Name _____

Instructor's Evaluation Guide
for

TYPING PREPRINTED BUSINESS FORMS

PERFORMANCE CRITIQUE:

Excellent . . . . . ___
Good . . . . . ___
Fair . . . . . ___
Needs Improvement . . . ___

ACTIVITY CHECK-OUT ACTIVITY NO. 2, Continued	Evaluation	
	Acceptable	Unacceptable
11. Typed student name as purchasing agent.		
12. Proofread carefully and corrected all errors before removing form from typewriter.		

TYPING PREPRINTED BUSINESS FORMS

INSTRUCTOR'S MANUAL

Prepared by

Mrs. Jane Snapp

These materials support
Performance Objective 75 of the
V-TECS Secretarial Catalog

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State Department of Education
Office of Vocational Education
Office Occupations Education
Columbia, South Carolina 29201

In Cooperation With

Vocational Education Media Center
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INTRODUCTION

The instructor may wish to review the parts of the typewriter and their functions before beginning this activity package. The instructor will also have to be prepared to spend considerably extra time with those students who have not yet mastered the use of various parts of a typewriter.

Another area that may require special attention is the use of the different types of preprinted business forms. Many students may not fully understand the purpose of an invoice, a purchase order, a statement of account, an inventory sheet, or other forms that may be mentioned during this program.

OBJECTIVE

Given four preprinted business forms that require typing on lines, in boxes, after guide words, or in columns (such as purchase orders, purchase requisitions, invoices, acknowledgements, checks, form letters, payroll time sheets, business contracts, telegrams, personnel forms, or vouchers), plus the necessary information for completing the forms, type the information onto the forms. All applicable information must be typed onto the forms in the appropriate spaces; and placement of copy must be consistent and evenly aligned, with all errors neatly corrected.

MATERIALS REQUIRED

The instructor must see that the forms needed to complete the activities are duplicated for each student.

Each student will require a typewriter, correction materials, and duplicated forms.

PROGRAM FORMAT

1. Administer the pretest.
2. Show the filmstrip program entitled "Typing Preprinted Business Forms."
3. Administer the post-test.
4. Instruct students to complete Learning and Checkout Activities provided in the *Student's Manual.*
5. Evaluate Checkout Activities.

Instructor's Answer Sheet
for post-test
TYPING PREPRINTED BUSINESS FORMS

1. time
2. this answer may vary: telephone number, address, column headings, etc.
3. two, two
4. guide words
5. variable line spacer
6. alignment scale
7. two
8. DS
9. longest
10. two
11. across
12. three
13. underscored
14. double
15. variable line spacer
16. above
17. above
18. alignment scale
19. paper release
20. proofread

NARRATION

Typing Preprinted Business Forms

1. Title

2. Credit

3. Preprinted business forms aid the typist in preparing reports, gathering data, recording information, and many other routine office tasks. Any information which remains the same may be permanently printed on these forms.

4. The name, the address, and the phone number of the business are examples of information that remains the same. Having these items printed on each form saves the typist production time.

5. Printed business forms present some unusual typing problems. Depending on the format of the printed business form, you may find it necessary to: type on lines. . .

6. Type inside boxes. . .

7. Fill in information after guide words. . .

8. Type columns of information or numbers. . .

9. or type between two lines.

10. The slides in this series will help you learn how to type information when confronted with any of these problems on printed forms. First, let's look at a purchase order.

11. This particular form lends itself to solving several problems previously mentioned. Notice that you will have to (1) type inside a boxed area, (2) fill in information after guide words, (3) and set tabs to type columns of information. (Narrator: say numbers).

12. The address is to be typed after the word "to" in the boxed area. Inside boxed areas, leave at least one blank line at the top of the box and leave two blank spaces at the left edge of the box.

13. To the right of the form, you see guide words which will require that information be typed in line with printed words.

14. Using the variable line spacer knob on your platen, align the bottom of the guide word with the alignment scale on your typewriter.

    Leave two blank spaces between the guide words and the fill-in information.

15. On this purchase order, there are four columns of information to be filled in. Leave at least one blank line below the printed line which separates the columnar headings from the fill-in area. This will require that you double space below the line.

16. All columns, except the description column, are to be visually centered between the ruled lines according to the longest line in each column. Set an appropriate tab for each column.

17. The description column tab is set two spaces from the ruled line.

18. All columns are filled in by typing across the page—never type the information in rows down the page. Use the tab key to arrive at the tab stop for each column.

19. The items in the body of a form are usually single spaced. Double spacing may be used if there are only 1-3 lines on a form.

    When the fill-in information requires more than one line space, the second and succeeding lines are indented three spaces.

20. Any column ending in a total is underscored under the last amount. Then, double space and type the total amount.

21. A bill of lading is an example of a form requiring that you type between two lines. Use the variable line spacer to align the typed information between the two printed lines.

22. The typed information should be slightly above and slightly below the printed lines. This placement makes reading easy. The bottom of extended characters, such as the "y", "g", and "p", should rest above the printed line.

23. This form also requires typing on lines. Use the variable line spacer to align the typed information slightly above the printed line.

24. You must check the form when typing on lines or between two lines to be sure that your paper is inserted correctly. Straighten the form in the typewriter using one of the printed lines as a guide. Align the printed line with the alignment scale on the card holder.

25. Proofread the form before removing it from the typewriter. When numerical information has been typed on the form check carefully to see that the numbers have been typed accurately. It is also wise to double check any computations, such as addition and subtraction, for accuracy.